

## City of Fort Worth, Texas

### Job Description

<b>Classification Title</b>	Human Resources Manager		
<b>Job Code:</b>	MG1381	<b>Job Family:</b>	Management
<b>Pay Grade:</b>	613	<b>Date Created:</b>	07/11/15
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	

#### GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of a division within the human resources department, including recruitment, information systems/records, classification and compensation, civil service, employee and labor relations, benefits administration, wellness, safety & worker's compensation, and etc. Coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to either the Human Resources Director or the Assistant Human Resources Director(s).

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assumes management responsibility for services and activities of the assigned division, including recruitment, information systems/records, classification and compensation, employee and labor relations, benefits administration, wellness, safety & worker's compensation, and etc.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs. Recommends and administers policies and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of human resources programs, service delivery methods and procedures; and works with employees on the continuous improvement of human resources programs.
5. Interprets and explains personnel policies, procedures, rules and regulations of assigned human resources program area, including ADA, affirmative action, grievance procedures, employee benefits, FLSA, recruitment guidelines, EEO, self-insured worker's compensation plans, injury and loss prevention programs, and related personnel issues.

6. Monitors contract compliance from outside vendors or administrators in assigned program area, including employee benefits, and employee assistance program staff, and special projects.
7. Coordinates and participates in the revision of City personnel policies and procedures in assigned program area; and ensures compliance with policies and procedures.
8. Acts as professional resource for City departments and on issues in assigned program area, including employee grievances, prohibited conduct investigations, ADA compliance, terminations, disciplinary actions and related employment issues; and provides testimony, as required.
9. Acts as professional resource for special projects in assigned program area, including specialized training program development, reduction in force and outplacement activities, recruitment strategies, classification, compensation and benefits studies, wellness initiatives, and related personnel issues.
10. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
11. Serves as the liaison for the human resources division or program area with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.
12. Serves as a representative on a variety of boards, commissions and committees in assigned human resources program area, including Civil Service Commission, ADA compliance, prohibited conduct, staff grievance and appeals, career development, safety & worker's compensation, and related human resources areas; and prepares and presents staff reports and other necessary correspondence.
13. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to assigned human resources programs, policies and procedures as appropriate.
14. Provides staff assistance to the Human Resources Director or the Assistant Human Resources Director(s).
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operational characteristics, services and activities of assigned human resources program area, including recruitment, employment services, classification and

compensation, benefits, employee relations, general liability claims investigations, customer service and training and organizational development.

- Principles and practices of human resources management.
- Principles and practices of program development and administration.
- Methods and techniques of implementing special projects in assigned program area including tailored training programs, human resources information systems, compensation, classification and benefits studies, prohibited conduct investigations, reduction in force and related human resources issues.
- Mandated rules and regulations governing personnel programs including FLSA, ADA, EEO, affirmative action, ERISA, and related legislation.
- Modern office equipment including computers, and supporting word processing and spreadsheet applications.
- Operational characteristics of human resources information systems.
- Principles and practices of record keeping and report preparation.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Organization and time management.
  - Interpersonal relations.
  - Conflict resolution.
  - Computers and applicable software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a comprehensive human resources program in assigned area, including recruitment, employment services, classification and compensation, benefits, employee relations, customer service, or training and organizational development.
  - Interpret, explain and apply City personnel policies, procedures, rules and regulations in assigned program area.
  - Apply principles and practices of human resources management.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Act as a professional resource in assigned human resources program/area.
  - Select, supervise, train and evaluate subordinate employees.
  - Participate in the development and administration of division goals, objectives and procedures.
  - Prepare clear and concise administrative and financial reports.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Research, analyze and evaluate new service delivery methods and techniques.
  - Operate modern office equipment including computers, and supporting word processing and spreadsheet applications.
  - Interpret and apply federal, state and local policies, laws and regulations.
  - Establish and maintain effective working relationships.

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, public administration, business administration or a related field and five years of human resources experience, including two years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

When assigned to Safety & Worker's Compensation, possession of, or ability to obtain a State of Texas Workers' Compensation adjusting license within six months of employment.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.